SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/20/15 CLOSING DATE: 10/29/15 (4:30 PM)

SCDC INTERNAL TITLE: HLTH CARE AUTH SCDC POSITION #: 013886

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: CAMILLE GRAHAM CORRECTIONAL INST., COLUMBIA (RICHLAND) LEVEL 2

STATE JOB TITLE: NURSE ADMINISTRATOR/MGR II STATE JOB CLASS: EA80

BAND: 08 SALARY RANGE \$ 057299 - \$ 106012 SPECIAL INCENTIVE: YES

LEVEL: D SALARY RANGE \$ 064456 - \$ 101965 SCEIS POSITION #: 61019275

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
GRADUATION FROM AN ACCREDITED SCHOOL OF NURSING AND RELATED

NURSING EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:

A BACHELOR'S DEGREE IN NURSING AND SIX (6) YEARS EXPERIENCE AS A REGISTERED NURSE, INCLUDING TWO (2) YEARS SUPERVISORY NURSING EXPERIENCE; OR AN ASSOCIATE DEGREE IN NURSING AND EIGHT (8) YEARS EXPERIENCE AS A REGISTERED NURSE, INCLUDING TWO (2) YEARS SUPERVISORY NURSING EXPERIENCE.

DESCRIPTION OF DUTIES:

RESPONSIBLE FOR COMPLETE DAY-TO-DAY OPERATION OF THE MEDICAL UNIT ON AN EXPANDED LEVEL 24 HOUR DAYS/7 DAYS WEEK. RESPONSIBLE FOR THE INCREASED STAFF AND PATIENT LOAD INCLUDING DENTAL, MENTAL HEALTH SERVICES AND EMERGENCY CARE AFTER NORMAL OPERATING HOURS. SERVES AS BOTH A LIAISON FOR THE DIVISION OF MEDICAL AND PROFESSIONAL HEALTH SERVICES AND AS THE CONTACT PERSON FOR HEALTH CARE RELATED ISSUES AT THE INSTITUTION LEVEL.